

*This message is sent on behalf of Jeremy Haefner, Provost and Senior Vice President for Academic Affairs*

Colleagues,

There continues to be questions about university expectations during next year's January intersession. In a memorandum sent to the RIT community on September 9, 2011, Dr. Destler and I stressed that the January intersession will be included in our standard 9.5-month faculty contract. This memorandum serves as an ongoing communication on this issue:

1. Faculty will remain on a 9.5-month contract, which will include the January intersession. The January intersession is not a school break as defined in [E04.0 – Faculty Employment Policies](#), section 3.a. The official RIT academic calendar can be found at <http://www.rit.edu/calendar/>
2. During the intersession, deans, department chairs, and other college and university leaders will conduct business as usual and, consequently, can schedule activities expecting full faculty cooperation, i.e. university, college or department meetings, search committee work, retreats, etc. Per [E04.0](#), section 3.b., faculty who plan to be away for two or more working days (attending a conference, for example) should inform his or her department chair and provide the chair with contact information for the period of absence. It is the faculty's responsibility to reschedule or make arrangements to fulfill their scheduled responsibilities during the time away and to inform their department heads regarding the arrangements.
3. Teaching during the January intersession will not be required for tenured, tenure-track and instructional faculty. However, faculty who will be teaching an intersession course, with agreement with their department head, will either count their intersession teaching as an overload, or will include it as part of their Plan of Work (POW). Compensation for overload teaching will be negotiated between the faculty member and the department head and will be dependent upon college and departmental needs.
4. There is an expectation that faculty who will not engage in teaching activities during this time period will use it as a professional development opportunity by engaging in scholarly activities, such as writing and submitting papers for publication, preparing grant proposals, presenting at professional meetings, advancing research projects, conducting experiments, etc. With the understanding that our faculty invest themselves in a wide variety of professional activities, we must provide them with opportunity to state in their respective POW how they intend to take advantage of the three-week January intersession to advance their career. Subsequently, at evaluation time, they should be expected to document their accomplishments.

I encourage faculty to work with their department chairs to take full advantage the many opportunities and possibilities offered as a result of the January intersession.

Sincerely,

Jeremy Haefner, Ph.D.

Provost and Senior Vice President for Academic Affairs

*For more information on this and other topics, please visit <http://www.rit.edu/provost/>*